

# Application for Renewal of a Triennial Certificate – Real Estate/Business Settlement Agent (Individual)

### APPLICATION CHECKLIST

Your application can only be processed if ALL of the relevant information and supporting documentation is provided. Use this checklist to ensure that you complete all parts of your application and have all necessary supporting documents ready to attach. Please check that:

- all sections of this form are complete;
- your Australian police check from an approved provider is ready to attach;
- a current copy of your Professional Indemnity and Fidelity Insurance Coverage from the Professional Indemnity and Fidelity Master Policy (if applicable) is ready to attach; and
- payment of the prescribed application fee is ready to be made.

### **APPLICATION FEE**

The total fee payable includes a triennial certificate/licence fee and a contribution to the fidelity guarantee fund. A list of current fees is available on our website at <a href="www.commerce.wa.gov.au/CP/licensingfees">www.commerce.wa.gov.au/CP/licensingfees</a>. Cheques should be made payable to the Commissioner for Consumer Protection. For payment by credit card, please complete the following:

# CREDIT CARD PAYMENT DETAILS

| Card Type       | Visa I     | Mastercard |            | (          | Only Vis  | sa and  | Mas     | terca | rd acce   | oted) |          |       |
|-----------------|------------|------------|------------|------------|-----------|---------|---------|-------|-----------|-------|----------|-------|
| Card Number     |            |            |            |            |           |         |         |       |           |       |          |       |
| Card Holder     |            | <u> </u>   |            | ·          |           |         |         |       |           | F     | Please p | orint |
| Expiry Date     |            |            | l authoris | se the Dep | artment t | to dedu | ict the | curre | nt presci | ribed | fee*     |       |
| Signature / Aut | norisation |            |            |            |           |         | Date    |       |           |       |          |       |

| OFFICE USE ONLY |    |                    |              |                      |   |  |  |
|-----------------|----|--------------------|--------------|----------------------|---|--|--|
| Licence No:     |    | Department<br>Code | SA □<br>SB □ | Chart<br>Description | ☐ Application Fee ☐ FRE Agents Fidelity Contribution; and |  |  |
| Total Fee       | \$ |                    |              | Chart Key            | ⊠I  |  |  |

<sup>\*</sup>Fees are subject to change on 1 July of each year

# **GENERAL INFORMATION**

In this form reference to "the Act" means the Settlement Agents Act 1981 and its subsidiary legislation and "the Commissioner" means the Commissioner for Consumer Protection.

| 1. Licensee Details   |                |  |
|---|----------------|--|
| Licence Number: SA/SB   |                |  |
|   |                |  |
| Title:  | Mr Mrs Miss Ms | Other  |
| Last Name:  |                |  |
| Other Names:  |                |  |
| Since the grant of your licence or since your last rechanged your name (e.g. by marriage, alias, deed partial |                | Yes No If yes, please attach evidence confirming the change of name. |
| Residential Address:  |                |  |
| Postal Address: (If different from above)   |                |  |
| Address for the purpose of the Register: (This address will be publicly available, see Regulation 7 under the <i>Act</i> )  |                |  |
| hone: ( ) Work phone  | Mobile:        |  |
| Preferred Email address:  |                |  |

We use email and SMS for contact purposes and to send courtesy renewal reminders, so it is important that you notify the Commissioner should your electronic contact details change.

| 2. Employment Details   |  |  |
|---|--|--|
| Are you a sole trader?  | Yes No   |  |
| Certificate of Insurance The Commissioner cannot renew a triennial certain Act. Please attach a current copy of your Prolindemnity and Fidelity Master Policy. For information contact Marsh Advantage Insurance on (08) 94 | ofessional Indemnity and Fidelity formation about obtaining insura | Insurance Coverage from the Professiona ance under the Master Policy Agreement |
| Are you currently employed? If yes,   | Yes No   |  |
| Employer's Name:  |  |  |
| Trading Name (if applicable):   |  |  |
| In what capacity are you employed? Perso (select multiple options if applicable)  | on in bona fide control  | Director   |
| (select maniple options if applicable)  | Branch Manager   | Conveyancer/Employee   |
| Employer's Business Address:  |  |  |
| O Observator and Eithers  |  |  |
| 3. Character and Fitness  |  |  |

You must provide an Australian police check in your full legal name that is less than three (3) months old. Further information about accepted police checks is available on our website: <a href="www.commerce.wa.gov.au/CP/policechecks">www.commerce.wa.gov.au/CP/policechecks</a>.

Please answer either 'Yes' or 'No' to the following questions. If the answer to any of the questions is 'Yes', you may be contacted to provide additional information as part of the application process.

| Sinc | e the grant of your licence or last renewal (whichever is later), have/are you:  | Yes or No |
|------|--|-----------|
| (a)  | been convicted, or found guilty of <b>any</b> offences, including convictions which resulted in a suspended sentence?  (Include all offences which went to Court, including traffic offences. Do not include spent convictions.) |           |
| (b)  | aware of <b>any</b> legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review?  |           |
| (c)  | been the subject of <b>any</b> adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission?  |           |
| (d)  | had any occupational licence or application refused, cancelled or suspended?   |           |
| (e)  | been disqualified from holding any occupational licence?   |           |
| (f)  | been subject to any disciplinary action by a licensing authority?  |           |
| (g)  | had <b>any</b> investigations or legal proceedings commenced against you or an associated entity, which may result in action being taken in relation to an occupational licence currently held?                                  |           |
| (h)  | in liquidation, under official management or an undischarged bankrupt?   |           |
| (i)  | having affairs administered under any bankruptcy laws?   |           |
| (j)  | a director of a corporation, which has been subject to any form of insolvency administration?  |           |

# **4. Late Renewal Applications** (this section is **mandatory** if you are lodging a late renewal application)

If your renewal application is lodged after the expiry date of your triennial certificate, the following will occur:

### Applications lodged within one month of the expiry date of your triennial certificate

- the renewal shall be deemed to take effect for the period of 3 years on and from the day next succeeding the day on which the triennial certificate expired.

### Applications lodged more than one month but not more than 12 months after the expiry of your triennial certificate

- You are required to satisfy the Commissioner that there is <u>reasonable cause</u> for the lateness of the application in order for the renewal to be deemed to take effect for the period of 3 years from the day after the triennial certificate expired.

### Applications lodged more than 12 months after the expiry of your triennial certificate

- If you would like your renewal to take effect within a month, please provide an explanation of the reasonable cause for the lateness of the application and the urgency of the renewal.
- Normally a renewal is granted from a date at least one month after the date on which the application is lodged.

| Please provide details below.         |
|---------------------------------------|
|                                       |
|                                       |
|                                       |
|                                       |
|                                       |
|                                       |
|                                       |
|                                       |
| Attach additional details if required |
|                                       |

# 5. Financial Information

The Commissioner cannot grant renewal of a triennial certificate unless (s)he is satisfied that the applicant has sufficient material and financial resources to comply with the requirements of the Act.

### **Confidential Statement of Assets and Liabilities**

occupational licences or other relevant information.

To assist in determining whether you have sufficient material and financial resources a credit history check will be obtained as part of the application process.

| Assets      | \$ |
|-------------|----|
| Liabilities | \$ |
| Net Worth   | \$ |

| In addition to completing the above, please answer the following question:  |          |       |  |  |
|---|----------|-------|--|--|
| Do you believe that you have sufficient financial resources to enable you to carry on the business as an agent and to comply with the requirements of the Act?  |          |       |  |  |
| 6. Authorisation and Declaration  |          |       |  |  |
| In order to assist with the determination of this application, I authorise the Commissioner, or persons so direct on my behalf any document, record, file or information that may be necessary and relevant to consider my propriety to hold a licence, including but not limited to records relating to my criminal history or cur | y fitnes | s and |  |  |

I confirm I understand fully the duties and obligations imposed on me under the Act, Regulations, and associated Code of Conduct.

I understand that providing false or misleading information to the Commissioner or Chief Executive Officer is an offence under section 111A of the Act.

| Applicant's      | full    |       |  |
|------------------|---------|-------|--|
| name:            |         |       |  |
| Signature of app | licant: | Date: |  |

### **LODGEMENT OPTIONS**

You may lodge your completed application:

By post addressed to:

**Licensing Services** 

Department of Mines, Industry Regulation and

Safety

Locked Bag 100,

EAST PERTH WA 6892

Licensing Advice Line: 1300 304 064

Overseas Callers: +61 8 6251 2931

General Enquiries: 1300 304 054

In person at:

**Customer Service** 

Level 1, Mason Bird Building, 303 Sevenoaks Street

**CANNINGTON** 

Hours: 8:30am to 4:30pm, Monday to Friday

Email: cplicensing@dmirs.wa.gov.au

Web Site: <u>www.commerce.wa.gov.au/CP/licences</u>